

Davis Student Services 992580							
<b><i>DO NOT MAKE ENTRIES ON THIS SHEET. IT IS FOR DISPLAY ONLY</i></b>							

**Student Fee allocations**

	<b>16-17 Actual</b>	<b>17-18 Actual</b>	<b>18-19 Budget</b>	<b>19-20 Proposal</b>	<b>19-20 Difference</b>	<b>% 19-20 Difference</b>
<b>Base amount</b>	\$ 72,131	\$ 72,733	\$ 72,733	\$ 72,733	\$ -	N/A
<b>61000 - Salary</b>	\$ 21,038	\$ 21,459	\$ 12,173	\$ 12,173	\$ -	N/A
<b>62000 - Wages</b>	\$ 19,303	\$ 19,303	\$ 19,303	\$ 19,303	\$ -	N/A
<b>63000 - Benefits</b>	\$ 7,726	\$ 7,907	\$ 4,961	\$ 4,961	\$ -	N/A
<b>71000 - Current Expense</b>	\$ 21,964	\$ 21,964	\$ 34,196	\$ 34,196	\$ -	N/A
<b>75000 - Travel</b>	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	N/A
<b>76000 - Scholarships</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>77000 - Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Total Expense</b>	\$ 72,131	\$ 72,733	\$ 72,733	\$ 72,733	\$ -	N/A
<b>One time request</b>				\$ -	\$ -	N/A
<b>Total Request</b>	\$ 72,131	\$ 72,733	\$ 72,733	\$ 72,733	\$ -	N/A
<b>Carry Forward</b>	\$ 50,159	\$ 53,154	\$ 76,033	\$ 37,533	\$ (38,500)	-51%

Notes, including any one-time request(s):

## STUDENT FEE RECOMMENDATION COMMITTEE FEE REQUEST QUESTIONNAIRE FOR 2019-2020

Department or Program Name: Davis Student Services

Name & E-Mail: Jennifer Unguren, jenniferunguren@weber.edu

Phone: 801-395-3443 Location: WSU Davis - D2 262

**Return Fee Request (this Questionnaire and the attached Spreadsheet) via email by Wednesday, December 5, 2018, at 4 pm to Jennifer Brustad at [jenniferbrustad@weber.edu](mailto:jenniferbrustad@weber.edu).**

**Note: All Student Affairs units must review fee requests with their SAMC representatives prior to submission.**

*Please respond to all of the following questions in a brief and concise manner (do not exceed 5 pages for questions 1-5).*

### **1. What is your overall mission?**

WSU Davis Student Services supports the academic mission of the university in the following ways:

- Dedication to the personal growth and development of all students by administering a comprehensive range of services and workshops
- Expanding and enriching the university experience through the services rendered and by providing social, cultural, and educational programs
- Fostering a spirit of campus community and inclusivity while striving to develop campus relationships and interconnectedness
- Engaging students in active, life-long learning by empowering them through opportunities for leadership and service to others
- Providing excellent educational workshops, which enhance the quality of life for WSU students and the local community

Also, as part of the Davis Learning Support and Student Services department, Davis Student Services upholds the following mission statement:

We promote students' academic success and life skills development by providing tutoring, testing, study groups, workshops, advisors and counselors. Through collaborations on and off campus and implementation of best practices, we deliver effective learning support for all student populations.

### **2. What do students gain from participating in your program/facility that contributes to the success of a student's educational experience at Weber State?**

**Overview**

Davis Student Services offers students individual advising and services provided by the following departments:

- Career Services offers multiple resources to assist students with career counseling, resume review, interview skills, and employment advising.
- The Center for Multicultural Excellence assists students with financial aid and scholarship guidance, finding leadership opportunities, planning for college success, and providing information for internship opportunities and applications.
- Counseling & Psychological Services provides mental health counseling to student who need assistance with managing stress, coping with depression and/or anxiety, improving relationships, building self-esteem, resolving grief, and exploring other concerns.
- Disability Services assists students by evaluating their situation and providing suitable accommodations for their disability.
- Veterans Services assists former and current military and entitled family members in using their educations benefits.
- Veterans Upward Bound assists veteran students with tutoring in math, English and computer literacy.
- Veterans Success on Campus provides information and vocational counseling to veteran students to assist with effectively maximizing the benefits associated with the GI Bill.
- Wildcard/UTA Ed Pass Services ensures students receive a functioning Wildcat student identification for use as a library card, access to the physical education facilities, admittance into athletic events, printing capabilities in the computer labs, access to the campus health facilities, access to the Testing Center and student record information. The UTA Ed Pass gives students transportation on all UTA buses, and the FrontRunner and TRAX lines.

When students are connected to campus, they are more motivated to persist in their educational plans to complete college degrees. Davis Student Services helps connect students to campus by assisting with activities and service appointments. The following were participated in or sponsored by Davis Student Services during fall semester 2018:

### **Outreach**

- Block Party
- IHC Layton Hospital Community Open House (Davis Marketing Committee)
- Clothesline Project (Women's Center)
- Davis Student Services Expo (Davis Student Services)
- Wildcat Halloween Carnival (Student Involvement & Leadership and Marketing & Communications)
- Veterans Day Celebration (Veterans Services, Davis SIL, Davis Student Services)
- Therapy Dogs (Counseling & Psychological Services)

### **Service Projects**

- Weber Cares Food Drive (Green Team Committee)
- Shoe Boxes for homeless veterans (Veterans Upward Bound)

### **Student Success Workshops**

- QPR Suicide Prevention Training (Counseling & Psychological Services and Student Involvement & Leadership)
- Time Management (Davis Learning Center)
- Resume Writing (Career Services)

### **3. Describe, in general, the evaluation process that your program/facility uses to assess your ability to meet your mission.**

Davis Student Services administers a survey every other spring to assess usage and satisfaction of services. The Davis Campus, as a whole, is assessed through this survey. From this survey, all services at Davis Campus are able to improve services to students by adjusting times and days of services, creating workshop topics, improving advertising, and expanding methods of disseminating information to students. Usage of service is tracked through a tracking program called Starfish for most services and the rest are tracked through spreadsheets.

Departments housed in Davis Student Services also conduct their own individual assessments specific to their services. Focus groups are also conducted to gather feedback from the service advisors and counselors.

Additionally, the Academic Peer Coach has several satisfaction surveys, assessments, and learning outcomes used to gather information about this program.

Lastly, program goals are set annually with the Student Affairs Six Column Model and assessed at the end of the academic year.

### **4. State any increases you received from student fees for 2018-19 (if any), and explain how the increases were/will be used.**

Davis Student Services did not receive an increase for the 2018-19 year.

Thank you for the support that the Student Fee Recommendation Committee provides on an ongoing basis. Funds are primarily used for the hosting of advisors and counselors in many service areas who service WSU Davis.

### **Carry Forward Funds**

The Davis Student Services carry forward for the 2018-2019 year will be about \$37,533. The increase in carry forward is due partly to the 18 month departure of the Assistant Dean of Student Services position who would use funds to travel for out-of-state conferences and also for a cell phone stipend. The Davis Student Services Coordinator will now be attending national conferences.

The amount of carry forward funds will continue to decrease this year as additional funds will be used to in the following ways.

- Hourly wages for an hourly Women's Center Program Representative pilot program, a new Academic Peer Coach program, additional pilot program(s), and other hourly positions.

- To provide new chairs in the Davis Learning Center.
- To pay for the Signal Vine texting program. This will allow the Academic Peer Coach to text incoming freshman and make them more aware of important academic dates and receive academic tips on how to be successful in school.
- To provide new computer equipment for several old computers within the department. New computer equipment will help the administrative functions of front desk and other service operations run more smoothly and effectively.
- To paint and make other office improvements within the department. Several of the offices have not received attention for several years. This will help service providers feel more comfortable within their space.

**5. Describe any increases you are requesting from student fees for 2019-20 and explain your justification for the request. Each requested increase must be listed and described in your narrative (e.g., compensation, new positions, wage increases, travel, new programmatic initiatives, etc.). Any increase described in your narrative must be itemized on your budget spreadsheet (see question 6 below).**

Davis Student Services is not requesting any additional funds for the 2019-2020 year.